

## **1.5—POLICY FORMULATION**

The following shall be the guidelines for policy adoption for the Van Buren School District.

### **General Policies**

Policies which are not personnel policies may be recommended by the Board or any member of the Board or by the Superintendent.

When reviewing a proposed policy (non-personnel), the Board may elect to adopt, amend, refer back to the person proposing the policy for further consideration, take it under advisement, reject it, or refuse to consider such proposal.

### **Certified and Noncertified Personnel Policies**

Personnel policies (including employee salary schedules) shall be created, amended, or deleted in accordance with State law:

#### **(1) Board and Superintendent Proposals:**

Personnel policy proposals may be presented to the Board by any Board member or by the Superintendent. Such policies must be presented in writing to the Personnel Policies Committee at least 10 days (not including weekends or state or national holidays) before the proposal is presented to the Board for approval. After the 10 days, the Board may adopt the proposal as a policy.

#### **(2) Personnel Policies Committee Proposals:**

The Personnel Policies Committee may recommend changes in personnel policies to the Board. When making such a proposal the Chairman of the Personnel Policies Committee, or the Chairman's designee, may make an oral presentation to the Board.

The Board may vote on the proposal at the same meeting at which the proposal is made but no later than the next regular Board meeting. In voting on a proposal from the Personnel Policies Committee, the Board may:

- (a) Adopt the proposal;
- (b) Reject the proposal; or
- (c) Refer the proposal back to the Personnel Policies Committee for further study and revision.

### **Effective Date of Policy Adoption or Revision**

All personnel policy changes enacted during one fiscal year will become effective on the first day of the following fiscal year.

For a personnel policy change to be made effective prior to the end of the current fiscal year, a vote must be taken of all certified personnel or all noncertified personnel, as appropriate, with the vote conducted by the appropriate Personnel Policies Committee. If, by a majority vote, the affected personnel approve, the policy becomes effective as of the date of the vote, unless otherwise specified by the Board in requesting such vote.

Legal References: A.C.A. § 6-17-204, 205  
Adopted by Board: October 18, 2005